

# Scheduling Appointments with Professors to Set Up Your Accommodations

## 1. WHEN SHOULD I ARRANGE TO MEET WITH MY PROFESSORS?

Don't delay! Professors' schedules fill quickly, and the longer you wait to meet with a professor, the longer it will be before you can set up your accommodations for his/her class. We recommend that you email each professor the week before the start of the semester to schedule a meeting (or, if you are granted accommodations mid-semester, as soon as you get them).

## 2. CAN'T I JUST CATCH MY PROFESSORS AFTER MY CLASSES?

Emailing your professors to schedule a meeting is better for you and more respectful of your professors' time than trying to "catch" them before or after class, as they are often busy at those times. Some professors may suggest that you "just drop in" during office hours, but we recommend asking them to kindly set aside time just for you. Otherwise, you may not get the chance to speak privately. Worse, if a lot of students drop in at the same time, you may not get a chance to speak at all. It's better to have a confirmed appointment time.

## 3. WHY ELSE IS EMAILING THE BEST WAY TO SCHEDULE MEETINGS?

Email has the advantage of creating a record of communications between you and your professors, including the dates and times of meetings. Here is a sample email template you could use:

Dear Professor \_\_\_\_\_,

I am a student in your \_\_\_\_\_ class. I am registered with Access and Disability Services and would like to arrange a time to meet with you to go over my academic accommodations.

If you would like to meet during your office hours, I would be available... *[list all options]*

If you would like to meet outside of your office hours, I am unavailable... *[list all conflicts – classes, work, practices]*

*[Or, if office hours have not yet been posted...]* Here are the days and times when I would NOT be able to meet *[list them]*

Based on our combined schedules, would you please determine a time when we can meet to review my Accommodations Access Plan? I look forward to your response.

With appreciation,

The important thing is to let your professors know when you're not available so that it's easy for them to determine a time that would work for both of you.

## 4. WHAT IF MY PROFESSOR DOESN'T RESPOND TO MY EMAILS?

If your professor isn't responsive to email, try calling or speaking with the department assistant to schedule the meeting. If you do arrange a time verbally, be sure to follow up with an email confirming the date and time.

## 5. I'M NOT SURE WHAT I SHOULD SAY DURING THE MEETING

Let your Accommodation Letter and Access Plan be your guide. You are under no obligation to disclose your diagnosis, but you may wish to discuss how it may impact you (for example, needing a little extra time to process information when called on in class). Nearly all returning professors have provided accommodations before and are understanding of students' learning differences. If you have any questions during your meeting, you can try calling ADS at (717)245-1734.

## 6. WHAT SHOULD I TAKE TO THE MEETING?

A laptop (if you don't have one, you can borrow one from ADS). It might also be helpful to have a printout of your Accommodation Letter, a copy of your syllabus, and a copy of your schedule.

## 7. WHAT IF MY PROF DOESN'T HAVE TIME TO MEET WITH ME IN THE 1st WEEK?

If your professor is not available during the first week, and you need to have your accommodations in place right away, send him/her an email copying [access@dickinson.edu](mailto:access@dickinson.edu), explaining what accommodations you will need. ADS will be happy to assist you if such situations arise.

## 8. ONCE I DISCLOSE MY ACCOMMODATION NEEDS THROUGH THE ACCESS PLAN AND MEET WITH EACH PROFESSOR, AM I ALL SET?

Maybe! Make sure you've requested any needed test-taking accommodations using your Access Plan "Test-taking Set-up" link, and that you determine the logistics for each test/quiz during your meeting with your professor.

## 9. WHAT ABOUT NEXT SEMESTER?

Since you'll have new classes, you'll need to repeat the process every semester. **Questions?** Call Access and Disability Services at (717) 245-1734 or email us at [access@dickinson.edu](mailto:access@dickinson.edu).